

APPENDIX G

Employee Name:		
Title, Series, and Grade		
Position Number >>>	MR:	IP:

AGREEMENT FOR PERMANENT SEASONAL EMPLOYMENT

(Reference 5 CFR 340.402)

As a Permanent Seasonal Employee you are subject to seasonal release and recall to duty as a condition of your employment. Normally, you are released to nonduty status at the end of the season and recalled to duty the next season. Release and recall procedures will be based on a combination of factors subject to local negotiations.

The minimum period you are guaranteed and will be expected to work is _____ pay periods. You may work additional pay periods with your agreement. After the minimum number of pay periods has been worked, and you are placed in nonduty status, any recall to duty for purposes of training or work may be done only with the mutual agreement of you and your supervisor. The minimum period may be reduced, following applicable procedures and notice.

The calendar year is the basis for determining the period of employment. The initial year of appointment under this agreement may involve less than the minimum period depending on the date of appointment.

Service credit under a Seasonal tour is credited in the following manner: "Service credit" is the amount of employment time credited to an employee's record and

determines eligibility for a variety of benefits. The following outlines the amount of service credit allowed during the employee's nonpay portion of their tour.

1. Leave Accrual, Retirement, and Retention - Service credit is granted for up to a maximum of 6 months of nonpay status in each calendar year.
2. Probationary Period/Trial Period (when applicable) - A maximum of 22 workdays in nonpay status is creditable toward completion of the probationary period. This is 22 in the aggregate, not each time an employee is placed in nonpay status.
3. Career Tenure (Career Conditional Appointments) - The first 30 calendar days of each period of nonpay status is creditable for career tenure.
4. Within Grade Increases for Wage Grade (WG) - One workweek in nonpay status is credited for step 2, three workweeks for step 3, and four workweeks for steps 4 and 5.
5. Within Grade Increases for General Schedule (GS) - Two workweeks in nonpay status are credited for steps 2 thru 4, four workweeks for steps 5 thru 7, and six workweeks for steps 8 thru 10.

A Permanent Seasonal Employee who is expected to work at least six months per year is eligible for health and life insurance coverage. The employee is responsible for payment of their share of the health insurance premium while in nonpay status. If an employee is in pay status for less than 6 months, their benefits are affected.

This Agreement is effective the date signed by both parties. Please sign this original and efax to HRM Case Manager for placement in your electronic Official Personnel Folder (eOPF).

Employee	Date	Supervisor	Date
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Distribution: Original – Supervisor; Copy 1 – Employee; Copy 2 – EDR; e-Faxed copy – HCM Case Manager (for eOPF)